

SUPERFUND REMEDIAL FILE CIRCULATION & UPDATE FORM

Site Name: _____	Date Borrowed: _____
EPA ID No.: _____	_____
EPA Staff Name: _____	Date Due: _____
Telephone No./ Dept.: _____	_____

PRE-REMEDIATION

Background Info./ Correspondence _____ 1.1
 Site Discovery/103(c) Forms _____ 1.2
 Preliminary Assessment (PA) _____ 1.3
 Site Investigation (SI) _____ 1.4
 HRS Packages _____ 1.5

REMOVAL

Administrative/ Operational _____ 2.1
 State Memos and Correspondence _____ 2.2.1
 Background Information _____ 2.2.2
 Action Memoranda _____ 2.2.3
 POLREPs _____ 2.2.4
 Hazardous Waste Manifests/ RCRA ID _____ 2.2.5
 OSC Reports _____ 2.2.6
 Community Relations _____ 2.3
 Correspondence (Non-Enforcement) _____ 2.4
 Orders/ Decrees _____ 2.5.1
 Oversight Correspondence _____ 2.5.2
 Correspondence with PRPs _____ 2.5.3

REMEDIAL INVESTIGATION/ FEASIBILITY STUDY

Administrative/ Operational _____ 3.1
 Planning Documents _____ 3.2
 Trustee Coordination _____ 3.3
 Field Operations Plans _____ 3.4.1
 Other Reports/ Data _____ 3.4.2
 Risk/ Endangerment Assessments _____ 3.4.3
 Health Assessments _____ 3.4.4
 RI Reports _____ 3.4.5
 Feasibility Study _____ 3.5.1
 Technology Info./ Treatability Study _____ 3.5.2
 Community Relations _____ 3.6
 Correspondence (Non-Enforcement) _____ 3.7
 Orders/ Decrees _____ 3.8.1
 Oversight Correspondence _____ 3.8.2
 Correspondence with PRPs _____ 3.8.3

RECORD OF DECISION

Administrative/ Operational _____ 4.1
 Record of Decision _____ 4.2.1
 Responsiveness Summary _____ 4.2.2
 Proposed Plan _____ 4.2.3
 Community Relations _____ 4.3
 Correspondence _____ 4.4
 Administrative Record Index _____ 4.5

REMEDIAL DESIGN

Administrative/ Operational _____ 5.1
 Work Plans _____ 5.2.1.1
 Preliminary Design Reports _____ 5.2.1.2
 Final Documents _____ 5.2.1.3
 Technology Info./ Treatability Study _____ 5.2.2
 Permit/ Discharge Limitations _____ 5.2.3
 Community Relations _____ 5.3
 Correspondence (Non-Enf) _____ 5.4
 Orders/ Decrees _____ 5.5.1
 Oversight Correspondence _____ 5.5.2
 Correspondence with PRPs _____ 5.5.3

REMEDIAL ACTION

Administrative/ Operational _____ 6.1
 RA Documents _____ 6.2.1
 Change Orders _____ 6.2.2
 Community Relations _____ 6.3
 Correspondence (Non-Enforcement) _____ 6.4
 Orders/ Decrees _____ 6.5.1
 Oversight Correspondence _____ 6.5.2
 Correspondence with PRPs _____ 6.5.3

LTR, O&M, AND DELETION

Administrative/ Operational _____ 7.1
 Long-Term Response (LTR) _____ 7.2.1
 Operations & Maintenance (O&M) _____ 7.2.2
 NPL Deletion Package _____ 7.2.3
 Community Relations _____ 7.3
 Correspondence (Non-Enforcement) _____ 7.4
 Orders/ Decrees _____ 7.5.1
 Oversight Correspondence _____ 7.5.2
 Correspondence with PRPs _____ 7.5.3

GENERAL ENFORCEMENT

PRP Search _____ 8.1.1
 PRP-Specific Info./ Correspondence _____ 8.1.2
 General PRP Info./ Correspondence _____ 8.1.3
 Case Management Plan _____ 8.2
 Administrative Orders/ Consent Decrees _____ 8.3.1
 Supporting Memoranda _____ 8.3.2
 Public Court Documents _____ 8.4.1
 Privileged Litigation Support Documents _____ 8.4.2
 Correspondence _____ 8.5

COST RECOVERY

Cost Summaries _____ 9.1.1
 Redacted Cost Documentation _____ 9.1.2
 Checklist _____ 9.2.1
 SPURs _____ 9.2.2
 Unredacted Cost Documentation _____ 9.2.3
 Correspondence _____ 9.3

PUBLIC/ CONGRESSIONAL INVOLVEMENT

Controlled Correspondence _____ 10.1
 General Correspondence _____ 10.2
 Clippings _____ 10.3
 Hearings/ Evaluations _____ 10.4
 FOIA Management _____ 10.5
 Technical Assistance Grants (TAG) _____ 10.6

FUNDING INFORMATION

REM/ ARCS/ RACS
 Funding Action _____ 11.1.1
 Work Plans _____ 11.1.2
 Budget _____ 11.1.3
 Progress Reports _____ 11.1.4
 Correspondence _____ 11.1.5
 TES/ ESS
 Work Assignments and Amendments _____ 11.2.1
 Work Plans and Amendments _____ 11.2.2
 Monthly Prog. Reports/ Sign Off Sheets _____ 11.2.3
 Performance Evaluations _____ 11.2.4
 Miscellaneous _____ 11.2.5
 Deliverables _____ 11.2.6
 Correspondence - In _____ 11.2.7
 Correspondence - Out _____ 11.2.8
 IAG Information
 Funding Action _____ 11.3.1
 Technical Assistance (TA) Authorization _____ 11.3.2
 Progress Reports _____ 11.3.3
 Vouchers _____ 11.3.4
 Correspondence _____ 11.3.5
 State Lead Cooperative Agreement
 Cooperative Agreement (CA) Applications _____ 11.4.1
 Action Memoranda _____ 11.4.2
 Coop. Agrees/ Spec. Conds./ Amends. _____ 11.4.3
 Financial Summary Report (FSR) _____ 11.4.4
 Progress Reports _____ 11.4.5
 Correspondence _____ 11.4.6

IMAGERY

_____ 12.0

ENTIRE FILE

UNCOMPILED DOCUMENTS

CLOSEDOUT CONTRACTS

ADMINISTRATIVE RECORD

OTHER FILES

Date Returned: _____

Received By: _____

(This section is for Record Center staff use only)

SUPERFUND REMOVAL FILE CIRCULATION & UPDATE FORM

Site Name: _____
 EPA ID No: _____
 EPA Staff Name: _____
 Telephone No.: _____

Date: _____

Checkout ☐
 Update ☐
 New File ☐

ADMINISTRATIVE

Background Operational Info.	1.1
Action Memoranda	1.2.1
Scope Modification	1.2.2
Twelve Month Exemption	1.2.3
Two Million Dollar Exemption	1.2.4
State Memos/Correspondence	1.3
Inspector General Evaluations	1.4
Permits, Permit Applications	1.5
Inter-Agency Agreements	1.6
Cooperative Agreements	1.7
Fact Sheets (Internal)	1.8
OSC Report Cross Reference	1.9
Admin. Rec. Index Cross Ref.	1.10

TECHNICAL

Pre-Removal

Reference/Request Document	2.1.1
Access Agreement	2.1.2
Site Entry Safety Plan	2.1.3
Contingency Plan	2.1.4
POLREPS	2.1.5
Removal PA	2.1.6.1
Removal SI	2.1.6.2
Background/Technical Info.	2.1.6.3
Removal Planning Documents	2.1.6.4
Endangerment Assessment	2.1.6.5
Health Assessments (ATSDR)	2.1.6.6
Site Evaluation Documentation	2.1.6.7
RI/FS Study	2.1.6.8
Proposed Remedial Action Plan	2.1.6.9
Record of Decision	2.1.6.10
Engineering Eval. & Cost Anal.	2.1.7
Bench Scale Study Results	2.1.8
Correspondence	2.1.9

Removal Operations

Site Safety Plan	2.2.1
OSHA Evaluations	2.2.2
POLREPS	2.2.3
Work Plan	2.2.4
Obligation/Expenditure Logs	2.2.5.1
Drum Inventory Logs	2.2.5.2
Contractor Work Reports	2.2.5.3
Site Entry/Exit Log	2.2.5.4
Hot Zone Entry/Exit Log	2.2.5.5
Equipment Usage Log	2.2.5.6
Wastestream Disp./Profile Sheets	2.2.6.1
Off-Site Policy Documentation	2.2.6.2
Disposal Rec./HW Man./RCRA ID	2.2.6.3
OSC Reports	2.2.7
Correspondence	2.2.8

Sampling (Pre-Rem. & Rem.)

Site Sampling Plan	2.3.1
Field Analysis	2.3.2
Lab Analysis	2.3.3
Chain of Custody	2.3.4
Imagery	2.4

ENFORCEMENT

PRP Search	3.1.1
PRP Specific Info/Correspondence	3.1.2
General PRP Info/Correspondence	3.1.3
Admin. Orders/Cons. Dec. (CERCLA)	3.2.1
Supporting Memoranda (CERCLA)	3.2.2
ARIP Questionnaire	3.3.1
Admin. Orders/Cons. Dec. (EPCRA)	3.3.2
Supporting Memoranda (EPCRA)	3.3.3
Complaints	3.3.4
Non-CERCLA Orders	3.4
State Enforcement (Orders)	3.5
Public Court Documents	3.6.1
Privileged Litigation Support Docs.	3.6.2
PRP Final Report/Closure Report	3.7
Oversight Reports	3.8
Cost Recovery	3.9
Correspondence	3.10

PUBLIC INVOLVEMENT

Fact Sheet	4.1
Media Reports/Clippings	4.2
FOIA, Congr., & Other Info Reqs.	4.3
Community Relations Plan	4.4
Administrative Record Index	4.5
Correspondence	4.6

CONTRACT ADMINISTRATION

ERCS Contract Administration

ERCS Contractor Choice Document	5.1.1
Procurement Requests	5.1.2.1
Delivery Order	5.1.2.2
Modifications/Amendments	5.1.2.3
Daily Work Order	5.1.2.4
Daily Activity Report [1900-55]	5.1.2.5
Daily Cost Summary	5.1.2.6
Monthly Cost Summary	5.1.2.7
Yearly Usage Summary	5.1.2.8
Performance Evaluation	5.1.2.9
Invoices	5.1.2.10
Contractor Progress Reports	5.1.2.11
Correspondence	5.1.2.12
ERCS Site Spec. Conds./Purch. Ords.	5.1.3

TAT Contract Administration

TDD	5.2.1.1
TAT Daily Work Orders	5.2.1.2
Performance Observation Report	5.2.2
Cost Summary	5.2.3
Contractor Progress Reports	5.2.4
Other	5.2.5

FTT Contract Administration

Technical Enforcement Support	5.3
	5.4

ENTIRE FILE

Date Returned: _____

Entered By: _____

Shaded areas for File Staff use only